



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

ATCC-TR (145)

20 October 2006

MEMORANDUM FOR

Commander, Eastern Region, U.S. Army Cadet Command, (ATOE-TR),
Fort Knox, KY 40121-5610
Commander, Western Region, U.S. Army Cadet Command, (ATOW-TR),
Fort Lewis, WA 98433-7100

SUBJECT: Memorandum of Instruction - Cadet Practical Field
Training (CPFT), FY 07

1. References:

- a. AR 40-501, Standards of Medical Fitness, 27 June 2006.
- b. AR 145-1, Senior ROTC Program, Organization, Administration, and Training, 22 July 1996.
- c. Cadet Command Regulation 145-3, Precommissioning Training and Leadership Development (on campus), 1 September 2005.
- d. Cadet Command Regulation 145-3.1, Precommissioning Training and Leadership Development (off campus), 1 September 2005.
- e. Cadet Command Regulation 385-10, Cadet Command Safety, 6 June 2003.
- f. Cadet Command Pamphlet 145-4, Enrollment, Retention, and Disenrollment Criteria, Policy and Procedures, 25 October 2005.

2. Purpose. This memorandum provides guidance on the administration of the Cadet Practical Field Training (CPFT) Program.

3. Overview.

- a. The CPFT program includes the following schools or training events: Airborne, Air Assault, Mountain Warfare, Northern Warfare, and Cadet Field Training (CFT).

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b. The Cadet Command goal for CPFT is that no less than 75% of all attendees are MSL II cadets and no more than 25% are MSL III cadets. To that end, all CPFT allocations will be coded MS II (75%) and MS III (25%). All requests to slot a MS I, or IV, cadet must be approved by the Region Commander with a courtesy copy to G3, Cadet Command for tracking purposes. Additionally newly commissioned second lieutenants are not eligible for CPFT training.

c. It is the PMS's responsibility to train Cadets for success by sending them to school with all the skills to graduate. It is the Cadet's responsibility to train to standard and to be prepared for school attendance before leaving campus. Do not fill an allocation with a Cadet who does not want it or is not prepared.

4. Responsibilities.

a. Cadet Command, G3. Proponent for CPFT program and the primary facilitator for the initial coordination between Army Training Requirements and Resources System (ATRRS), USMA, and host installations for training. FY 07 breakdown of CPFT allocations are listed at **Enclosure 1**.

b. Battalion Commanders. Select and prepare the best-qualified Cadets who meet the following prerequisites to attend CPFT. As a matter of policy, commanders will give first priority to scholarship Cadets, contracted Cadets, and then to non-contracted Cadets. Specifically, Battalion Commanders will:

(1) Offer CPFT slots only to Cadets who meet all of the following prerequisites.

(a) Enrolled Cadets (contracted or non-contracted) as defined in chapter 4, Cadet Command Regulation 145-3 and IAW Cadet Command Pamphlet 145-4, Chapter 2. MS V Cadets may attend CPFT with approval from Region Commander. MS V is defined as a Cadet on extended scholarship benefits. **Newly commissioned second lieutenants are not eligible for CPFT training.**

(b) Cadets are fully trained to standard in the following BOLC I tasks (based on standards in the current Training Support Packages): Conduct Drill and Ceremonies; Identify Duties and Authority of Officers and NCOs; Apply Customs and Courtesies of the Service; and Maintain the M16 Rifle.

(c) Cadets are trained (and inspected) on the following tasks: Wear of the military uniform; assembly, wear and adjustment of the Kevlar helmet; and assembly, wear and adjustment of load-carrying equipment (LCE) and ruck sack.

(d) If enrolled in the English-as-a-Learned-Language Program, cadets must meet the standards for oral and written proficiency required for Cadets to attend Leader Development and Assessment Course (LDAC) IAW CCR 145-3, paragraph 2-9(g)(2).

(e) Cadets pass the Army Physical Fitness Test (APFT) before reporting to CPFT (see subparagraph of each training event in FM 21-20, Physical Fitness Training, for specific standard requirements). Generally, commanders should take into consideration that Cadets with low APFT scores (e.g., less than 225) are not likely to do well at CPFT and are more likely to be injured or quit.

(f) Cadets are properly outfitted IAW packing list from individual school websites prior to arrival at training (see website links under each school).

(2) Basic Airborne Course (BAC) training:

(a) Ensure selected Cadets can run 4.0 miles in formation at a consistent nine-minute pace throughout in the BAC standard uniform: BDUs/ACUs, brown undershirt, civilian running shoes and white socks. The uniform may include black watch, cap, gloves and BDU field jacket in cold weather.

(b) APFT. All students take and pass the APFT based on the 17-21 age/gender groups with a minimum of 60 points in each event. The 60 point standard for males is 42 push-ups, 53 sit-ups, and 15:54 for the two-mile run. The 60 point standard for females is 19 push-ups, 53 sit-ups, and 18:54 for the two-mile run.

(c) Ten (10) second hang. All students mount a pull-up bar. After a three second hang and once arms are fully extended with the palms facing the student, the command of "UP" is given. The student then pulls him or herself up, unassisted with their chin above and not resting on the bar. Student is then required to hold themselves up, unassisted for ten seconds. After the ten second time requirement has passed, the command of "DROP" is given. The command of drop is the point at which the student may release themselves from the bar.

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(d) Meet the requirements IAW Basic Airborne Certification Memorandum. **(Enclosure 2)**

(e) As per AR 40-501, paragraph 8-14(a)(6), medical examinations are valid for 60 months from the date of medical examination to qualify for airborne training. If an ROTC or USMA Cadet examination was recorded on DD Form 2351 (DODMERB) instead of DD Form 2808, the examination is still valid. If the examination is older than two years, applicants for Airborne School must complete DA Form 3081 and note if there has been any change in their medical condition since the last examination. Any notes that there has been a change needs to be reviewed by a physician to ensure they meet Airborne School medical standards.

(f) For more specifics to include reporting requirements, memorandum signed by PMS and the updated packing list, please review the Airborne school website.

Airborne School Home Page
(<https://www.infantry.army.mil/airborne/airborne/>)

(3) Air Assault School (AAS) training:

(a) Ensure that Cadets arrive in good physical condition and two days prior to the start date of the class. This will allow the Cadets an opportunity to do a walk-through of the obstacle course with the Liaison Officer (LNO) and to ensure they have all required equipment IAW the packing list.

(b) Pre-training should include rope climbing and completion of a military style obstacle course in advance. Professors of Military Science should make every available effort to ensure cadets are trained in proper rope climbing techniques and are allowed access to training equipment and areas.

(c) Ensure that Cadets can complete the 12-mile road march in three hours (or less) with a 20-pound ruck in BDUs/ACUs, boots, LBE, Kevlar, and with weapon.

(d) For more specifics to include reporting requirements (FC Form 4137) and the updated packing list, please review the AAS website.

Air Assault School Home Page
(http://www.campbell.army.mil/aas/air_assault_school.htm)

(4) Army Mountain Warfare School (AMWS) training:

(a) Ensure that Cadets arrive in good physical condition and two days prior to the start date of the class. This will allow the Cadets an opportunity to ensure they have all required equipment and administrative paperwork.

(b) For more specifics to include AMWS Student Guide, reporting requirements (TRADOC Form 350-18-2-R-E) and other pertinent information, please review the AMWS website.

Army Mountain Warfare School Home Page
(<https://www.benning.army.mil/AMWS/>)

(5) Northern Warfare Training Center (NWTC):

(a) Ensure that Cadets arrive in good physical condition and three days prior to the start date of the class. This will allow the Cadets an opportunity to ensure they have all required equipment and administrative paperwork.

(b) For more specifics to include the Basic Mountaineering Course (BMC) specifics, packing list, BMC Manuel, and other pertinent information, please review the NWTC website.

Northern Warfare Training Center Home Page
(<http://www.wainwright.army.mil/nwtc/classes.htm>)

(6) Coordinate and prepare orders and tickets for travel. There are two categories of CPFT Cadets for orders and travel:

(a) Cadets not attending LDAC. The battalion is responsible for scheduling round-trip travel to CPFT and back to Home of Record (HOR) or school. The LNO will assist with any changes to travel arrangements due to recycle or drop while in training.

(b) Cadets attending LDAC first and then CPFT, the battalion is responsible for scheduling a one way ticket to LDAC.

(1) If follow-on training is less than 72 hours after LDAC graduation, LDAC Cadet Personnel Office is responsible for scheduling round trip travel to follow-on training and back to HOR or school.

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(2) If follow-on training is more than 72 hours after LDAC graduation, LDAC Cadet Personnel Office is responsible for scheduling travel back to HOR or school. The battalion is then responsible for scheduling round trip travel to follow-on training and back to HOR or school.

c. Liaison Officers (LNO).

(1) Comply with duties, responsibilities and reports of Cadet Command LNOs. (**Enclosure 3**)

(2) Submit After Action Reports (AAR) using the Issue, Discussion, and Recommendation format through regions to HQ, Cadet Command not more than 10 days after tour of duty ends. Cadet Command POCs are MAJ Roberto J. Mercado, (757) 788-4586 (DSN 680) or Mr. Lawrence George, (757) 788-4589, FAX 5454.

(3) In-process Cadets, provide transportation as needed, assist in coordinating airline tickets and orders as needed. Assist in providing CTA-50 equipment to cadets, conduct APFTs as required, monitor drops, and out-process Cadets after graduation.

(4) Provide opening, weekly, and closing reports at the start and end of each class to each Region and HQ, Cadet Command.

(5) Provide name, rank, phone number (work, home and cell phone if available), school/brigade, and email address of each LNO(s) to HQ, Cadet Command, ATTN: ATCC-TR-T, Fort Monroe, Virginia 23651.

(6) Liaison Officers at Airborne School are not authorized to perform parachute jumps.

(7) Active duty Soldiers are preferred for LNO duty but uniformed COMTek contract personnel may perform LNO duties within Continental United States (CONUS) if necessary.

5. Coordinating Instructions.

a. Quotas may be exchanged between regions through G3, Cadet Command. Direct coordination is encouraged between regions. Region POCs are:

(1) Eastern Region, Mr. Jeffery Markle, DSN 464-6850, (502) 624-6850, email: Jeffery.Markle@usacc.army.mil

(2) Western Region, Ms Lillian Aguon, DSN 357-9896, (253) 967-9896, email: Lillian.Aguon@usacc.army.mil

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b. All CPFT names must be entered in the Cadet Command Information Management System (CCIMS) by the battalion.

c. Regions will enter name, social security numbers, Cadet class year, and gender of each Cadet in Army Training Requirements and Resources System (ATRRS) for each Airborne and Mountain Warfare allocations NLT 50 days before class start date. Substitute names may be entered in ATRRS up to one day before reporting date. Do not send a Cadet to these schools unless the Cadet has a valid reservation in ATRRS.

d. Do not send Cadets to training in an unfunded status. For any travel emergency, please contact the G4/8 at 1-888-881-2406.

(1) Lodging is provided for all Cadets. Cadets staying in a contracted facility are not authorized to charge meals, phone calls, etc., to the bill. All 'personal charges' must be paid by the Cadet prior to check-out. Failure to do so will result in a "Pay Adjustment Authorization", which will pull the funds directly from the Cadet's stipend.

(2) Initially, contracted lodging is coordinated between G4/8 (Acquisitions) and the Eastern/Western Region POCs. G4/8 requests the Region POCs send the LNOs and Cadet Command G3 the Cadet lodging list with specific locations of where the Cadets are to be housed in advance. This will eliminate confusion on the locations of the Cadets in case of an emergency situation.

e. Cadre will ensure Cadets have the following when reporting:

(1) Fifteen (15) copies of orders.

(2) Current (within **30 days** of course start date) APFT score card.

(3) Military identification card or picture identification, copy of orders, and personal identification tags.

(4) All required equipment IAW the individual school packing list. Check the specific school's website to ensure Cadets receive the most updated packing list prior to arrival at training.

(5) Two (2) pair military issued glasses or civilian equivalence (heavy plastic frames and lenses), if required (**NO CONTACT LENSES**).

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(6) Copy of physical examination.


(7) Cadets attending Northern Warfare Training receive one pair of the Intermediate Cold Weather (ICW) boots at least four months prior to attendance from individual unit supply room to allow proper break-in.

f. Ensure Cadets are enrolled IAW Cadet Command Pam 145-4, Chapter 2. Brief cadets on government-sponsored benefits and ensure they sign Cadet Command Form 136-R, Aug 01 (**Enclosure 4**).

g. **Privately Owned Vehicles (POV) for CPFT.** Cadets attending CPFT (i.e. Airborne, Air Assault, Mountain Warfare, Northern Warfare), not to include Cadet Field Training, **may be authorized** to drive their POV from their SOR or HOR to the location (not to exceed 350 miles). This authorization is valid provided that cadets have prior approval in writing from their PMS. PMS must state in the memorandum that a vehicle inspection has been executed on the Cadet's POV prior to departure and their orders reflect POV travel is authorized. The approving official for Cadets to drive over 350 miles is the Brigade Commander. Payment for in-and-around travel at training sites and lodging en-route is not authorized. CPFT LNOs are responsible for transporting CPFT Cadets from their lodging to their training site. LNOs will not lend privately owned vehicles to Cadets or allow Cadets to operate General Services Administration (GSA) fleet vehicles.

h. Battalion cadre need to check school websites routinely as requirements for each individual school may change.

- 6 Encls
1. CPFT Allocations
 2. Airborne Certification Memo
 3. LNO Duties
 4. CC Form 136-R
 5. Heat Acclimation Guide
 6. TRADOC Heat Injury Prevention


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